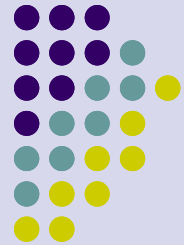
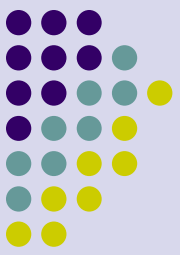


Budgeting for Biologists



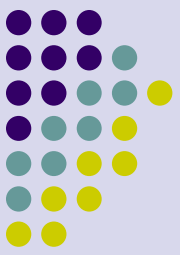
Presented by
Pam Thomsen

October 28, 2014



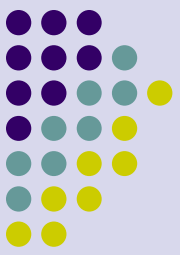
Budgeting for Biologists

- Budgeting Basics you can use today and tips for tomorrow.
- Budgeting creates transparency and accountability.
- Why me to help you?
- Please ask questions!



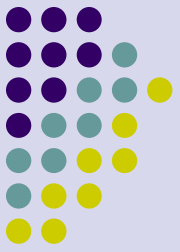
Our Goals Today

- What is a Budget?
 - Budget basics
- How do we prepare a Budget?
 - Process to achieve results
- Now What?
 - Monitor, react and adjust
- Your goals, objectives, and expectations?



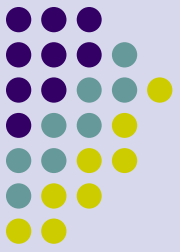
What is a Budget?

- Link to the comprehensive Plan
 - Planning & Control tool
 - Involve others
 - Opportunity to think through the entire year
 - Accountability and Stewardship of funds
- Refer to your own plans outcomes
 - What do you want to achieve this year?
 - Who has knowledge?
 - New plans or projects?
 - New Goals
 - Effective planning and reporting gets you more \$\$



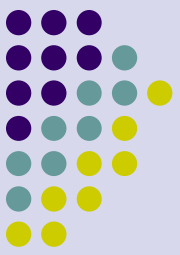
What is NOT a Budget?

- An EXACT system
- Your bank account
- Your recordkeeping system



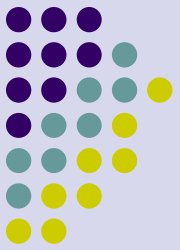
How to prepare a Budget

- Process & Timeline
 - Gather Information/Data
 - Choose application tool
 - Set aside time
- Multiple steps
 - Plan outcomes/goals
 - Multiple years budget
 - Multiple year actuals
 - Gather people
 - Excel
 - Quickbooks
 - Scheduled activity



How to prepare a Budget

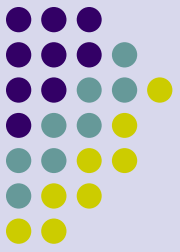
- Start with Operations
- What costs do you know, examples?
 - Use Calculations when possible
 - Account for inflation
 - New required costs
 - Anticipate!
- Specialty areas
- Let's do it!



Now What?

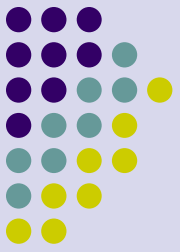
- Budget approval
- Update when?
- Monitor results
- React how?
- Adjust or not to Adjust?

- Board of Directors
- Monthly? Quarterly?
- Who?
- What are you looking for?
- Overbudget?
- Underbudget?
- Thoughts?



Budgeting for Biologists

- A Budget is.....
- Preparing a Budget.....
- Using a Budget.....
- What have I missed?



Budgeting for Biologists

- Next steps?
- Questions?
- Thoughts?

Thank You!